



**CITY OF CODY
REQUEST FOR PROPOSALS
Issued: June 7, 2013**

Government Purchase Card Service

**CITY OF CODY
PO BOX 2200
Cody, WY 82414
(307) 527-7511**

Section 1 – Introduction/Scope of Proposals

1.1 INTRODUCTION

The City of Cody (the City) is seeking proposals for implementing a government procurement card purchasing program. The objective of this Request for Proposal (the RFP) is to identify the financial institution (the Proposer) that will provide the highest quality service at the lowest aggregate cost to the City. The benefits the City hopes to receive from the implementation of procurement cards include reducing the time to receive purchased goods, better payment terms due to monthly billing, and the receipt of rebate revenues based on the volume of card usage. Before rolling out the program to all City departments, the City would like to first conduct a pilot program using a few City departments. The volume of transactions that will ultimately be processed through the procurement card program cannot be estimated at this time, however below is a three-year aggregate summary of retail purchases of \$700 or less by the City of Cody. Additional financial information pertaining to the City of Cody including budgets and audited financial statements are available on the City's website at www.cityofcody-wy.gov

Department	# Invoices	# Potential P-Card Purchases	% of Total Invoices	Per Transaction Amount			Average Transaction Amount	Average Monthly Amount
				Less than \$10	\$10 - \$99	\$100 - \$700		
Mayor/Council	354	110	31%	7	91	12	\$55.32	\$289.76
City Administrator	53	35	66%	6	19	10	\$70.08	\$116.80
Administrative Services	1,190	259	22%	24	157	78	\$105.95	\$1,306.71
Police	1,490	678	46%	90	385	203	\$101.47	\$3,276.00
Parks Maintenance	1,497	1,027	69%	286	587	154	\$60.20	\$2,943.98
Public Facilities	841	364	43%	85	204	75	\$71.66	\$1,238.66
Rec Center/Aquatics	2,683	1,478	55%	307	859	312	\$72.60	\$5,109.41
Engineering	104	51	49%	8	30	13	\$94.81	\$230.26
Building Inspection	121	44	36%	11	27	6	\$53.34	\$111.76
Streets	1,145	659	31%	138	422	99	\$56.15	\$1,762.02
Vehicle Maintenance	1,892	515	27%	79	250	186	\$109.40	\$2,682.88
Solid Waste	750	276	37%	47	175	54	\$73.81	\$970.08
Water	1,140	597	52%	145	373	79	\$50.48	\$1,435.12
Wastewater	519	150	29%	35	78	37	\$79.45	\$567.47
Electric	1,739	875	50%	195	494	186	\$72.00	\$3,000.06
TOTALS	15,847	7,118	45%	1,463	4,151	1,504	1,126.72	\$25,040.97

1.2 SCOPE OF PROPOSALS

Proposals shall clearly identify the basis upon which any fees and charges are calculated and paid and the basis upon which any rebate revenue will be calculated and paid to the City. Proposals may include provisions, terms and conditions not herein provided. However, all required aspects of the RFP must be included and the City does reserve the right to consider any additional information or terms that may be presented by a Proposer. The City reserves the right to negotiate any point presented in any proposal, and is not obligated to accept any terms or conditions offered by the Proposer.

It is the intent of the City that proposals be submitted by responsible and qualified financial institutions that are presently engaged in providing the procurement card services that are described in this Request for Proposal.

Section 2 – General Terms and Conditions

2.1 PROPOSAL COSTS

Proposers who submit responses to this RFP do so entirely at their expense. There is no expressed or implied obligation by the City to reimburse any individual or firm for any costs incurred in preparing or submitting proposals or providing additional information when requested by the City.

2.2 ACCEPTANCE

Submission of any proposal indicates acceptance of the conditions contained in the RFP unless clearly and specifically noted otherwise in the proposal.

2.3 REJECTION

The City reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional proposals.

2.4 OWNERSHIP OF SUBMITTED MATERIAL

All materials submitted in response to this RFP become the property of the City. The City has the right to use any of the ideas presented in any such materials. Selection or rejection of a proposal does not affect this right. Any materials submitted in response to this RFP are subject to the Wyoming Public Records Act (W.S. 16-4-201)

2.5 ASSIGNMENT OF CONTRACTUAL RIGHTS

It is agreed that the successful Proposer will not assign, transfer, cancel, convey, or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous written consent by The City.

2.6 SALE OF CARDHOLDER INFORMATION

The Proposer shall not sell, rent, or otherwise distribute a list of participating City departments, cardholder addresses, or any other information to any person, firm or other entity for any purpose without the written consent of the City.

2.7 FEDERAL, STATE AND LOCAL LAWS

All Proposers will comply with all Federal, state and local laws relative to conducting business in the City of Cody, but not limited to, licensing, labor, health and anti-discrimination laws.

2.8 LOCATION OF VENDOR

The City reserves the right to give consideration to Proposer(s) location in determining the lowest and best responsible Proposer if future administrative costs would necessitate any travel or additional expenses that must be paid by the City.

Section 3 – Proposal Process

3.1 ACKNOWLEDGEMENT OF RFP AN INTENT TO RESPOND

Proposers intending to submit a response to this RFP must complete and submit Form 3 Acknowledgement of RFP and Intent to Respond. Proposers that fail to notify the City of their interest to respond via this form assume complete responsibility in the event that such Proposer does not receive all related communications prior to submission of their

response. The Intent to Respond form must be submitted no later than 5:00PM June 30, 2013.

3.2 QUESTIONS ABOUT PROPOSAL PROCESS

Proposers are prohibited from contacting any City of Cody personnel concerning this RFP, except as specified in this document. From the date of issuance of this RFP through and including the date of the award of a contract, representatives of the departments within the City should not be contacted with respect to this RFP unless specifically directed to do so by the Finance Officer. No reliance should be placed on information concerning this RFP obtained from any source except as provided herein. Questions and responses will be provided to all Proposers who have submitted an Intent to Respond form. All communications regarding this RFP must be addressed and submitted in writing to:

Leslie Brumage
Finance Officer
PO Box 2200
Cody, WY 82414

Fax 307-527-6532
E-Mail Leslieb@cityofcody.com

3.3 CHANGES TO THE RFP

Changes made to the RFP as a result of the response(s) to questions submitted by Proposers, or for any other reason, will be distributed in writing via email to each Proposer that has submitted an Acknowledgement of RFP and Intent to Respond.

3.4 PROPOSAL SUBMISSION

Proposals should be prepared with a straight forward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. The City does not regard the submission of a proposal as the establishment of a contract.

Interested Proposer(s) should submit four (4) hard copies of their proposal ***not later than 5:00P.M. on July 12, 2013.*** Proposals are to be submitted in a sealed envelope, box, or other container clearly identified "Proposal for Procurement Card Services" and addressed as follows (mail or personal delivery):

Leslie Brumage, Finance Officer
1338 Rumsey Ave
PO Box 2200
Cody, WY 82414

3.5 CALENDAR OF EVENTS

The following table presents the planned schedule for major activities associated with the RFP distribution, submission of qualifications, evaluation, and award process. The City reserves the right to change the schedule of activities, including the dates and times. Changes made to the calendar of events will be distributed in writing via email to each Proposer that has submitted an Acknowledgement of RFP and Intent to Respond.

CALENDAR OF EVENTS	
Target Date	Description of Event
06/07/2013	Request for proposal release
06/30/2013 5pm	Final date and time for submitting an Intent to Respond form

07/12/2013 5pm	Final date and time for submitting proposals
08/16/2013	Notification to Proposers of selection recommendation
09/03/2013	Recommendation presented to Council
09/04/2013	Notification to Proposers of award by Council
10/15/2013	Execution of contract (no later than)
11/01/2013	Implementation to begin on or about

3.6 PRESENTATION OF PROPOSAL

Proposers may, at a date and time to be scheduled following the RFP submission due date, be asked to make a presentation concerning their proposal. If presentation is requested, proposers will be contacted by the City to schedule the exact date and time of the presentation.

3.7 EVALUATION OF PROPOSALS

The proposal is the primary document upon which each proposal will be evaluated. All proposals will first be screened for minimum qualifications and compliance with RFP response format requirements. Proposals that do not meet these requirements will automatically be rejected and will not undergo further evaluation.

All proposals and related reference information submitted in response to the RFP will become the property of the City and will not be returned. The City will use discretion with regard to disclosure of proprietary information contained in any response, but cannot guarantee that information will not be made public. As a public entity, the City is subject to making records available for disclosure.

A committee of City staff members will be selected to review the proposals and make a recommendation to the City Council. The following criteria will be some of the major factors in making a selection. In addition, the City reserves the right to consider other criteria, which may be relevant to the selection process.

- The quality and extent of services to be rendered.
- Charges/costs for the services to be rendered.
- Potential rebate revenue to be earned by City through volume of card usage.
- Current financial condition of the Proposer.
- Other relevant criteria.

3.8 SELECTION BY THE CITY OF CODY COUNCIL & AWARD OF CONTRACT

The final selection will be made by the City Council at a public meeting. In the event the selected Proposer does not execute an agreement by the deadline outlined in the Calendar of Events the City may select another qualified Proposer or call for new proposals.

It is the intent of the City of Cody to award a five (5) year agreement for purchase card services with an option to extend the agreement for two additional 1-year periods. The City anticipates beginning the implementation by November 1, 2013

This RFP and the Proposer's response, including all promises, warranties, commitments and representations made

in the successful proposal will be binding and will become contractual obligations, and will be incorporated in the City's agreement with the Proposer. Any contract(s) awarded for procurement card services shall be prepared in a form acceptable to the City's attorney.

3.9 ACCEPTANCE OF SERVICE AND TERMINATION OF CONTRACT

The service delivered under this RFP shall not be paid for until actual usage of this service is made, and thereafter accepted to the satisfaction of the City and must comply with the terms stated in the RFP and contract and be fully in accordance with specifications of the highest quality. In the event the services supplied to the City do not conform to the specifications, the City reserves the right to cancel the contract upon a 30 day written notice to the vendor, and refuse to pay until specifications are conformed with. The City shall retain the right to terminate the contract for any reason by giving a 90 day written notice to the vendor.

Section 4 – Required Information

4.1 REQUIRED DOCUMENTS

Each Proposer must provide the following in its proposal:

Required Forms

- Completed Procurement Card Fee/Rebate Schedule (Form 1)
- Completed and Signed Certification Form (Form 2)

Information about Proposer Institution

- Audited financial statements for the most recent fiscal year.
- Ratings on outstanding debt.
- Most recent SAS70 Service Auditors Report
- A minimum of three (3) government or other public entity references including contact information

Sample Contracts/Agreements/Reports

- Proposed Procurement Card Services Contract
- Copies of any other agreements associated with the services being proposed
- Sample Billing Statement
- Sample Transaction/Card Usage Reports
- Sample of other available reports

Implementation Plan

- Provide a detailed plan for implementing the purchase card system. This plan shall include a listing of all necessary steps required to make the transition as well as a timetable to ensure a smooth transition and avoid excessive disruption in the City's business. Upon award of services this plan and timetable may be amended or adjusted at the City's discretion.

Supplemental Information

- Proposers may include any additional information they would like to provide that is not already requested in this RFP.

Section 5 – Required Services

Each proposal submitted must provide a detailed response to each of the required services listed in the section. The response should specify if the Proposer is able to meet the requirement and how the requirement will be met or if the Proposer is unable to meet the requirement as outlined what options are available in lieu of the requirement.

5.1 CARD ISSUANCE

- The Designated representative(s) of the City of Cody will determine who receives cards. The Proposer shall not issue any cards without the written approval of the City's designated representative(s).
- There shall be no limit to the number of cards issued to the City of Cody.
- There shall be no fee for the initial issuance of a card or the replacement issuance of a card.
- City of Cody employees receiving purchase cards shall not be required to submit to a credit check nor shall any credit information regarding the issuance of a card under this program be reported to any credit reporting agency or reflected on any City employee's credit reports.

5.2 CARD FORMAT AND DESIGN

- The phrase "TAX EXEMPT" and the City's tax exempt number shall be printed on the face of the card.
- The Proposer's toll free customer service number shall be printed on the back of the card.
- Please specify in your proposal if the capability exists to customize the design of the card (such as including the City logo).
- No reference to ATM will be listed on the cards.

5.3 LIABILITY

- There shall be no liability to the City or cardholder for activity on cards reported lost or stolen.
- The proposal should describe in detail the City's liability for cards which are under the name of an individual as well as those cards named for a division or department of the City under any contract formed as a result of this RFP.
- The proposal should describe how the Proposer will mitigate, or share the risk, for unauthorized card use.

5.4 CARD CONTROLS AND RESTRICTIONS

Individual card controls will be established at the time the card is issued, but may be changed at any time. Card controls may be changed only upon request from the designated City of Cody representative(s). These changes may be made through a web-based program management system, by electronic mail, in writing, or by facsimile.

The following controls and restrictions shall be available at the individual card level:

- Card Activation Status – ability to de-activate and re-activate cards in real-time.
- Single transaction dollar limit – established per individual card.
- Velocity limitations – number of card authorizations per designated period – for example, ten transactions per day, or twenty-five transactions per month.
- Maximum dollar limitation per period – for example, \$10,000 per month.
- MCC Code Restriction – ability to restrict usage by vendor (MCC code) at the card level.
- Cash Advances – complete prohibition of all cash advances.
- Approvals Authorizing Purchases – ability to restrict purchases on a card until authorization for a specific amount and purpose has been given by an approver. After the approved amount has been charged, no additional funds are available until an additional request is entered and approved.
- Declining Balance Cards – option to establish cards with an initial balance amount that declines to \$0 as activity hits the card. These cards should also have the option of setting an expiration date, after which, the card would no longer be active.
- Additional Controls – proposals should include information about any additional controls both at the corporate level and individual card level that might be available.
- Please include in your proposal, detailed information regarding any services the Proposer's institution offers specifically related to travel expenditures. For example, is there specific reporting available for airline, lodging or car rental transactions? Does the Proposer's institution offer travel related services such as travel assistance, 24 hour roadside assistance or insurance coverage?

5.5 WEB BASED CARD MANAGEMENT SOFTWARE

The Proposer should provide a web-based program management system to control all aspects of the City's procurement card program including but not limited to:

- Real-time activation, de-activation of cards.
- Real-time reporting of cards lost or stolen.
- Real-time update of dollar limits, velocity limits and MCC code restrictions for each card.
- Real-time monitoring of transactions/card activity.
- Ability to establish an organizational hierarchy of cardholders and supervisors.
- Ability for supervisors to approve transactions on-line.

- Ability to assign City cost center codes to each individual card. The ability to override the default cost center codes for an individual transaction should also exist.
- Ability to run a wide variety of on-line reports related to cardholders, vendors, cost allocation, MCC codes, transaction detail and user authorities.
- Ability to download statements and transaction reports to a .csv file for importation to the City's accounting system.
- Ability to allow administrative access to all accounts online as well as allowing an individual cardholder's access to only their account or group of accounts.

5.6 TRAINING

The Proposer shall provide on-site training to designated City staff. Training sessions should be developed at both the cardholder level and administrative level and include:

- Benefits and features of the cards.
- Card administration procedures.
- Generating on-line reports.
- Importing transaction information into the City's general ledger.
- On-Line transaction approval process
- Billing procedures

Training Materials – The Proposer shall provide, at no cost, written materials that may be used by the City to train supervisors and cardholders in proper card use. The Proposer shall provide additional copies of training materials upon request, also at no cost. The City reserves the right to copy and distribute vendor materials provided to staff.

Telephone Training Support - The Proposer shall provide the name and telephone number of a point-of-contact person who will be available by telephone to answer questions that may arise during City training or to provide brief training sessions by telephone to new supervisors or cardholders. Telephone number shall be a toll-free number. The Proposer shall describe hours that telephone training support will be available.

5.7 CUSTOMER SUPPORT

The Proposer shall provide customer support to City representatives and cardholders. This support shall include at a minimum:

- A toll-free telephone number for customer support and assistance. Proposal shall describe the availability of the toll-free assistance line, including the hours the line is staffed.
- The name, title and toll-free number of the customer account representative and alternate who would respond to inquiries by the City.
- The name, title and toll-free number of the technical representative and alternate who would respond to inquiries and work with City technical personnel, regarding any electronic or computer related procedures.

5.8 QUESTIONED ITEMS AND CHARGEBACKS

The Proposer shall provide a method for handling questions concerning charges. Toll-free and online service for this process shall be available. Provisions for handling questioned items shall include:

- Contact Proposer to discuss questioned or disputed items. Method should address dispute policies for both group cards as well as individual cards. Method should also address if questioned or disputed items must also be submitted in writing, and the time constraints for submittal of questioned or disputed items.
- The City's account should be credited, pending resolution of the disputed item.
- The proposal should include a time frame for processing chargebacks for items resolved in the City's favor.

5.9 LOST OR STOLEN CARDS

The cardholder and/or designated City representative(s) will immediately report lost or stolen cards to the Proposer. The proposal will identify the notification methods available for terminating a lost or stolen card account. The Proposer shall provide for immediate cancellation and emergency issue of a replacement card, and shall make card cancellation available 24 hours a day, 7 days a week. The capability to report a card lost or stolen should be available through the web-based card management software or by telephone. The proposal shall specify the time frame between receiving the report of a lost or stolen card and mailing a replacement card.

5.10 CARD TERMINATION

The designated City representative(s) may from time to time notify the Proposer for card termination or cancellation. The proposal should identify the notification methods available for terminating a card account. Upon notification, the Proposer shall immediately cancel the appropriate card account(s). The capability to terminate a card should be available through the web-based card management software or by telephone. The proposal shall specify the time frame between receiving the termination request and cancellation of the card account.

5.11 CARD ACCEPTANCE/NEW MERCHANTS

The Proposer's card should be accepted by a variety of merchants commonly used by the City. The Proposer shall indicate if they have an established program to recruit new businesses when notified by the City that the Proposer's card was not accepted by a particular vendor. The proposal shall describe this program and its level of success.

5.12 BILLING STATEMENTS

Hard copy and electronic billing statements shall be provided on a semi-monthly basis (twice per month) and be available online and ready to download on or about the 1st and 15th of each month. The City should have the ability to generate on-line statements as a single consolidated statement for all City transactions as well as individual cardholder statements.

The billing statements shall a minimum of the following information:

- Card account number (truncated)
- Cardholder name

- The name of the merchant
- The date goods or services were purchased
- The cost for the goods or services

Back-up documentation for each purchase shall be available upon request from the City. The proposal shall identify the time frame required to provide back-up documentation and method required for request (i.e., online, telephone, email, fax, etc.).

5.13 CREDIT CARD PROCESSING DATA LEVELS

Please specify in your proposal if the Proposer's institution offers Level 1, Level 2 and Level 3 credit card processing data. If the Proposer's institution does offer Level 2 and Level 3 data, explain how that data would be accessed by the City.

5.14 PAYMENT

The proposal shall disclose all payment terms and options related to the payment cycle and grace period as well as a timeframe in which payments will be credited to the City's accounts. The City prefers to have the option to pay by check, ACH or wire transfer. The proposal should describe what payment methods are available, how they work, and what discounts, if any, would be available for prompt payment. The proposer should also indicate if payments can be made at a local branch for same-day credit within Cody city limits.

If late charges will be assessed on late payments, the proposal shall describe, in full detail, their rate, how and when the charges would be invoked.

5.15 ADMINISTRATIVE AND CARD FEES

The proposal shall provide a detailed description of any fees charged for participating in the program, and describe under what circumstances such fees shall be waived. If applicable, fees for providing a web-enabled program management software system shall be included.

If applicable, the proposal shall also provide a detailed description of the fee schedules for such things as transaction fees, non-use fees, card termination fees, and international usage fees.

5.16 REBATES AND DISCOUNTS

The proposal shall detail the structure for payment of volume-based rebates to entities based upon their individual usage of the procurement card. The proposal shall specify whether the rebate would be remitted to the City in the form of cash or through some other rebate mechanism. Incentive and prompt-payment discounts that encourage and reward the City for efforts to expand its procurement card program should also be discussed. Also include any discounts or rebates offered to vendors of the City for accepting City procurement cards.

5.17 REPORTS

1. At a minimum, the Proposer shall provide reports that show semi-monthly (twice per month) transaction detail by card, and by the City as a whole. Reports should also be capable of showing transactions by vendor.
2. For transactions to merchants that are subject to Internal Revenue Service (IRS) 1099 reporting, the Proposer shall provide reports that identify these merchants and the corresponding transactions.

3. Reports should be available directly to individual cardholders or City departments via an on-line website. The website should have row-level security in place such that individual cardholders and City departments will only have access to their specific transaction information.
4. Reports should be available to administrator-level employees who will have access to all transaction information or selected groups of individual account information.

5.18 OTHER VALUE ADDED SERVICES

Identify any additional procurement card related services not otherwise identified in this RFP that the Proposer may offer to the City. The City requests that Proposers offer any optional or value added services or make any recommendations it believes would enhance the purchasing capabilities of the City.

FORM 1 - PROCUREMENT CARD FEE/REBATE SCHEDULE
(attach additional sheets or documentation if necessary)

Procurement Card Fees

The fees proposed on this form will be effective until the following date*:

* If a specific date cannot be specified, explain your institution's policy related to setting and changing fees.

[illegible]

Rebate Schedule

The rebate levels proposed on this form will be effective until the following date*:

* If a specific date cannot be specified, explain your institution's policy related to setting and changing rebate levels.

[illegible]

FORM 2 – PROPOSAL CERTIFICATION

**CITY OF CODY
REQUEST FOR PROPOSAL (RFP)
FOR PURCHASING CARD SERVICES
PROPOSAL CERTIFICATION**

This proposal must be submitted to the City of Cody, Attn: Finance Officer PO Box 2200 1338 Rumsey Ave Cody, WY 82414 no later than 5:00 PM on July 12, 2013.

Proposal Certification

By signing below as an authorized representative, the Proposer agrees to be bound by the representations, terms and conditions contained in its proposal, and agrees to enter into a contract based upon the terms, representations and conditions contained in the proposal with the City of Cody if this proposal is approved and awarded by the Cody City Council.

Proposer (firm name)	
Federal Tax ID #	
Mailing Address	
City, State, Zip Code	
Contact Person for Proposal	
Title	
Telephone	
Fax	
Email	

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

Date: _____

This form must be completed legibly in ink or typewritten. An original manual signature is required.

FORM 3– ACKNOWLEDGEMENT OF RFP AND INTENT TO RESPOND

CITY OF CODY
REQUEST FOR PROPOSAL (RFP)
FOR PURCHASING CARD SERVICES

This form must be submitted to the City of Cody, Attn: Finance Officer PO Box 2200 1338 Rumsey Ave Cody, WY 82414 no later than 5:00 PM on July 1, 2013.

Proposer (firm name)	
Federal Tax ID #	
Mailing Address	
City, State, Zip Code	
Contact Person for Proposal	
Title	
Telephone	
Fax	
Email	

By signing below, I acknowledge that: (1) I have authority to sign and submit this document on behalf of the Proposer listed; (2) I have received a copy of the RFP in its entirety; and (3) it is the intention of this Proposer to submit a proposal under the terms of this RFP.

(Signature of authorized representative)

(date)

This form must be completed legibly in ink or typewritten. An original manual signature is required.

The person listed on this form will be the main contact for all communications regarding this RFP.